

TOWN OF COTTAGE GROVE – CODE OF ORDINANCES

CHAPTER 22 – ADMINISTRATIVE POLICIES AND PROCEDURES

22.01 LOT DRAWING FOR PLACEMENT OF CANDIDATES NAMES ON ELECTION BALLOTS

- (1) The town clerk shall make a legal posting of the date, time and location of the lot drawing, in at least 3 places where such public notices are routinely made. The date selected, shall be within the deadline for such drawing; established by the state elections board.
- (2) At the announced day and time, the clerk shall ensure that there is a minimum of 2 witnesses available, along with a neutral party to do the actual lot drawing.

NOTE: It is recommended that each of the major political parties in the state, have a representative in attendance; however any 2 electors of the town may act as a witness. It is also recommended that the neutral party be a member of the boy scouts, girl scouts, or other non-electors of the town.

- (3) Each candidate's name shall be placed on a slip of paper that will be used in the drawing. Each slip used shall be the same size, shape and color. The name of the candidate shall be written in the same color ink on all slips.
- (4) All the candidate slips shall be placed in a container, and the container placed so that the neutral party can not see which slip is being selected (ie: raised above eye-level of the person doing the drawing).
- (5) As the slips are drawn, the clerk shall consecutively number them. The drawing shall continue until all the slips have been selected, and a number assigned to them.
- (6) The order in which the slips are drawn and numbered, shall be the order that the candidate(s) names are placed in the ballot for their respective office.
- (7) In the event there is a primary election required for any town elected position, a separate lot drawing; following the above procedures, shall be held for only those candidates involved in the primary election.
- (8) Following the primary election, the top 2 candidates for each contested office, shall be placed on the ballot in the order in which their names were selected, during the initial lot drawing.

22.02 OFFICE PROTOCOL

- (1) COMMUNICATIONS
 - (a) All Town of Cottage Grove communication is to be signed exclusively by an elected official, and a copy placed in the public correspondence file. All correspondence written on behalf of the board, especially relating to board policy, must be reviewed and approved by the board prior to mailing.

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(b) All official written communication RECEIVED by the Town of Cottage Grove is for the review of all board members and should be located in an accessible area for review. A pending folder will be established for this use between board meeting dates.

(c) To improve communication between town residents and board members, a telephone log and personal visit log will be on file in the town office. All elected officials or support staff in receipt of a constituent's telephone call or visit to the office shall register that information on the log and file in the designated place. It will be the decision of any board member to bring this information to the attention of a town committee.

(d) The Town Attorney, upon receipt of information pertinent to the operation of the Town Board shall immediately contact the Chairman. The Chairman shall immediately contact town board members, and, when appropriate, the Town Clerk and/or Treasurer.

(2) ADMINISTRATIVE FUNCTIONS

(a) To improve communication and organization, the Town Clerk and Treasurer shall establish any directives they see appropriate regarding general housekeeping (i.e. policies on photocopying, maintenance and retrieval of records, sign-out sheets).

(3) AUDIT OF TOWN'S FINANCIAL RECORDS

(a) The Town Board last authorized an audit of the town's financial records following the death of the previous Treasurer, Neil Bulman. An audit shall be conducted at the earliest possible date, and biennially thereafter.

(4) PER DIEM POLICY

(a) Board members collect per diem for all scheduled meetings.

(b) All meeting times and dates are to be logged on a monthly activity sheet (copy attached).

(c) County Board meetings attended by board designated supervisors representing the position of the board will be paid a per diem.

(d) An elected official replacing the office secretary during scheduled work hours will receive a per diem.

(e) Any elected official may attend and receive a per diem for a board approved convention. Food and lodging shall be paid for elected officials only.

(f) Mileage collected for out of town travel only.

(g) Long distance phone calls shall be logged on the activity sheet for reimbursement.

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- (5) Any elected official may attend and receive a per diem for board approved training.

22.03 USE OF TOWN FACILITIES OR EQUIPMENT

The use of the Town office, all town equipment, and support staff is for town-related business only, and only by elected officials. Committee Chairmen or officers must gain prior approval of the Town Clerk or Town Chairman to utilize these services.

22.04 USE OF APPEARANCE SLIPS, BALLOTS AND ATTENDANCE LISTS

22.05 PROHIBITION OF SEXUAL HARASSMENT

22.06 SPLIT SHIFTS AT ELECTIONS

Pursuit to Wisconsin Statute 7.30(1) the Town of Cottage Grove shall allow for the selection of 2 or more sets of officials to work at different times on election days and permit the Clerk of his/her designee to establish different working hours for different officials assigned to the same polling place. Alternate officials shall also be appointed in a number sufficient to maintain adequate staffing of the polling place.